

Commercial – Input Sheet

NOTE: AN ASTERISK (*) DENOTES A REQUIRED FIELD

*Transaction Type: Sale / Lease *New Construction / Resale (Circle One) *Listing Price \$: _____

*County: _____ *APN: _____

*Street Number Modifier Direction *Street Name *Suffix Post Direction Unit #

*City: _____ *Zip Code: _____ *Cross Street: _____ *Area: _____

*Zoning: _____ Unit/Blk/Lot: _____ *Map Page: _____ *Map Coord. Top: _____ *Map Coord. Side: _____

*List Office ID: _____ Name: _____

*Agent ID: _____ Name: _____ Ph: (_____) _____ - _____

Co-List Office ID: _____ Name: _____

Co-Agent ID: _____ Name: _____ Ph: (_____) _____ - _____

*Listing Type: ER / EA / OP / SL *List Date: ____/____/____ *Expire Date: ____/____/____ *On Market Date: ____/____/____

*Probate Sale: Y / N *Comp to S.O.: _____ *Dual Variable Comm: Y / N Comments: _____

Subject to Crt Conf: Y / N *Picture Provided by: Agent / None / Photographer Photographer Instructions: _____

*City Transfer Tax: Y / N *City Transfer Tax Rate: \$: _____ Special Assessment: Y / N *Common Int. Dev.: Y / N / Unknown

*Planned Unit Develop: Y / N / Unknown *Property Subtype: Industrial / Mixed Use / Office / Retail / Warehouse / Research & Development

Also Listed as Business Opportunity-See MLS #: _____

Building/Complex: _____ Floor Number: _____ *Average Lease Per: Month / Year *Average Lease Price \$: _____

Cost Per SqFt \$: _____ *Number of Buildings: _____ *Number of Units: _____

Number of Tenants: _____ Number of Floors: _____ Number of Offices: _____

Percent Office: _____% Number of Restrooms: _____ Elevators: Y / N Parking Spaces: _____

*Load Factor/CAM: _____ Dock Doors: _____ *Year Built: _____

*YearBuilt Source: Against Company Policy / Appraiser / Builder / Owner / Tax Records / Unknown / Other

*Construction Status: Completed / Proposed / Under Construction Fixer: Y / N

Retail SqFt: _____ Office SqFt: _____ Warehouse SqFt: _____ Industrial SqFt: _____ Tenant SqFt: _____

*Approx Sq. Ft.: _____ *Sq.Ft. Source: Appraiser / Tax Records / Owner / Verified / Builder / Not Verified / Against Company Policy

Lot Size: _____ (SqFt / Acres) Signs: Y / N Lease Deposit \$: _____

*Minimum Lease (Yrs.): _____ *Maximum Lease (Yrs.): _____ Min Avail SqFt: _____

Tenant Allowance/Sq Ft: _____ Tenant Allowance/Fixed: _____ *Est. Misc. Exp \$: _____

*Est. Insurance Exp \$: _____ *Est. Management \$: _____ *Est Utilities Exp \$: _____

*Est Taxes \$: _____ *Est. Maintenance Exp \$: _____ *Gross Scheduled Inc. \$: _____ Cap Rate: _____

Vacancy Factor : _____% Source of Financials: Accountant / Broker / Owner / Property Management / None *NNN: Y / N

Occupancy: Owner / Tenant / Vacant

Occupant Name: _____ Occupant Phone: (_____) _____ - _____

Owner Name: _____ Owner Phone: (_____) _____ - _____

Property Mgmt. Co.: _____ Property Mgmt Phone: (_____) _____ - _____

*Directions to Property (Max 100 Char): _____

*Pass to Internet?: Y / N *Address on Internet: Full / Partial (City & Zip)

Confidential/Show Instructions (Max 450 Char): _____

Public/Internet Remarks (Max 450 Char): _____

Property Address: _____

Commercial

***Indicates Required Items**

<u>*Business Type</u>	<u>*Condition</u>	<u>*Loading</u>	<u>Drainage</u>	<u>*Close To (Cont)</u>	<u>Total Exp. Include</u>
Auto Sales	Exterior- Fair	12' Roll	Public Storage	Shopping	Employee Salary
Auto Service	Exterior-Good	14' Roll	Drains	Other	Insurance
Bakery	Exterior-Very	16' Roll	Sump Pump		Maintenance
Barber/Beauty	Good	Adj. Ht. Dock	Other	<u>*Lot Description</u>	Management Fee
Bed & Breakfast	Exterior- Excellent	Alley	None	Corner	Owner Salary
Books	Interior-Fair	Clear 8' – 12'	<u>*Utilities</u>	Cul-de-Sac	Property Taxes
Car Wash	Interior-Good	Clear 13' – 16'	1 Phase	Mid Block	Security Service
Catering	Interior-Very Good	Clear 17' – 20'	100 Amps	Other	Utilities
Church	Interior-Excellent	Clearance<8'	150 Amps	<u>*Foundation</u>	Vacancy Factor
Clean/Laundry	New-Remodeled	Clearance>20'	2 Phase	CC Perimeter	Other
Convalescent	Own Bld to Suit	Dock Height	200 Amps	Piers	None
Deli	Own WI Divid	Dock-Bay	220 Volt	Slab	<u>Gross Income</u>
Drug Store	Own WI Remv	Drive In	3 Phase	Other	<u>Included</u>
Fast Food	Other	Freight Elevator	400 or More Amps	None	Laundry
Florist	<u>Ceilings</u>	Ground Level	440 Volt	<u>Miscellaneous</u>	Parking
Furniture	Under 12'	Dock	60 Amps or Less	Basement	Rents
Gift/Boutique	12' - 18'	Off Street	880 Volt	Blueprint Avail.	Vending Machine
Grocery	Over 18'	Overhead Crane	Above Ground	Cafeteria	Other
Hardware	Beams/Posts	RR Spur/Access	Cable TV	Cold Storage	None
Hotel/Motel	Clear Span	Statny Dock	Cable Avail	Conference Room	<u>*Lease Term</u>
Laundromat	Suspended	Other	DSL Available	Display Window	<1 to 1
Liquor Store	Other	None	Electric	Dumpster	10-15 Years
Meats	<u>*Floors</u>	<u>*Heat/Cool</u>	Garbage Service	Elevator(s)	15 or More Years
Medical/Dental	Brick	1 Window Unit Incl	Generator	Escalator(s)	2 Years
Mini Storage	Carpeted	2 Window Unit	Internet Available	Ex/Rec Room	3 Years
Mobile Home Park	Ceramic Tile	Incl	Master Elec. Meter	Extra Storage	4 Years
Nursery	Concrete Slab	3 + Window	Master Gas Meter	Fenced Yard	5 Years
Pet Shop	Hardwood	Unit Incl	MasterWaterMeter	Front Sign	6-10 Years
Printing	Heavy Duty	Baseboard	Natural Gas	Gas Pump	Common Area
Professional Svcs.	Part Carpet	Heaters	Phone Switch	Gas Tank	Maint.
Recreational	Unfinished	Central Air	Propane	Incinerator	Cottage
Restaurant	Vinyl/Linoleum	Central Heat	Satellite Dish	Intercom	Month to Month
School	Wood	Common	Sep. Elec. Meter	Kitchen Facility	Opt. to Renew
Service Station	Other	Electric	Sep. Gas Meter	Landscaping	Purchase Opt.
Storage Tank	<u>*Roof</u>	Floor Furnace	Sep. Water Meter	Living Area in	Sublease
Tavern/Bar	Cement	Gas	Telephone	Bldg.	Other
Wholesale	Composition	Heat Pump	TV Antenna	Major Tenant	None
Other	Foam	Individual Air	Underground	Meeting Facility	<u>*Lease Includes</u>
<u>*Current Use</u>	Metal	Individual	Yard Service	Mgr. Office	Bldg. Only
Heavy Indus.	Shake	Thermos	Other	Mult. Tenant Bldg.	Bldg/Land
Heavy Manu.	Shingle	No Heat	<u>Safety/Security</u>	Pole Sign	Equipment
Live/Work	Slate	Oil	Fire Alarms	Private Patio	Furniture
Light Indus.	Tar & Gravel	Propane	Fire Escape	Reception Area	Inventory
Light Manu.	Tile	Radiant	Fire Sprinklers	Refrigeration	Land Only
Marine Industrial	Other	Roof Pk Jnt	Hydrants	Restroom/Unit	Leasehold Impvm.
Mixed	<u>*Walls</u>	Roof Pk Sep	Security Alarm	Restroom-Private	Personal Prop
Office	CC Block	Solar	Owned	Restroom-Public	Security Service
Research & Dev.	Common Wall	Steam	Security Alarm	Roof Sign	Space Planning
Residential	Metal	Stove Heaters	Leased	Showroom	Other
Retail	Panelled	Wall Furnace	Security Camera	Skylight(s)	None
Warehouse	Plaster	Wood	Smoke Detectors	Sprinkler Syst.	<u>*Lease Info.</u>
Other	Sheet Rock	Zoned Air	Security Fence	Toxic Waste Syst.	Cpi Escalation
None	Unfinished	Zoned Heat	Security Gate	Trade Fixtures	Fixed
<u>*Exterior</u>	Wood	Other	Security Lights	Views	Fixed + % Gross
Block	Other	None	Security Service	Washer/Dryer-	Full Service
Brick	<u>*Parking</u>	<u>Energy</u>	Security System	Lease	Gross
Brick Veneer	<1 Space/Unit	<u>Conservation</u>	Vault	Washer/Dryer-	Ground Only
Concrete	>1 Space/Unit	Caulked/Seal	Other	Own	Net
Masonry	1 Space/Unit	Dual Pane Windows	None	Other	Net Net
Metal	1-10 On Site	Low-Flow Shower	<u>Accessibility</u>	<u>Height Limit</u>	Percentage
Steel	11-25 On Site	Low-Flow Toilet	Accessible	16	Purchase Opt.
Stucco	26-40 On Site	Solar Water	Bath	20	Avail.
Tilt-Up	41-60 On Site	Heater	Doors	24	Sec Deposit Req
Wood	More Than 60 On	Water Heater	Elevator	35	Sublease
Other	Site	Blanket	Flashing Doorbell	Unknown	Tax Incr. Esc.
<u>*Structures</u>	Carport(s)	Weather Stripping	Grab Bars	Other	Triple Net
Apt. Bldg.	Class A Garage	Other	Kitchen	<u>*Location</u>	None
Attach Bldg.	Common Area-	None	Lower Light Switch	Airport Nearby	<u>*Leasee Pays</u>
Detach Bldg.	Assigned	<u>*Water Source</u>	Parking	Business Park	Electricity
Industrial Facility	Common Area-	Irrigation District	Wheelchair Ramp	Coast	Elevator
Mall	Shared	Spring(s)	Other	Downtown	Exterior Maint.
Manufac Facility	Coml Vehicle OK	Storage Tank(s)	None	Forest	Fire Insurance
Mixed Use Bldg.	Covered	Water - Private	<u>*Road Frontage</u>	Fwy. Exposure	Garbage
Office Bldg.	Exclusive	Water - Public	Is Accessible	Fwy. Frontage	Gas
Ret Sal Bldg	Garage	Well - Private	Alley	Hillside	Glass Insurance
Strip Center	Lease Package	Well - Shared	City Street	Hwy. Exposure	Grounds Maint.
Warehouse	Area	Well - Agricultural	County road	Hwy. Frontage	HVAC Maint.
Other	Lighted	Other	Private	Industrial Area	Interior Maint.
None	Metered	<u>*Sewer/Septic</u>	State Highway	Mall	Janitorial
<u>*Stories</u>	Off Site	Cesspool	Unimproved	Meadow East	Liability Insurance
1 Story	On Street	Holding Tank	Other	Meadow West	Oil
2 Story	Package Lot 1Bl	Septic Engineered	None	Neighborhood	Propane
3 Story	Private Lot	Sewer - Private	<u>*Close To</u>	Oceanfront	Roof Maint.
4 Story	Public Lot	Sewer - Public	Freeway	Prof. Complex	Sewer
5 Story	Secured	Standard Septic	Hospital	Ridge	Site Maint.
6 or More Story	Underground	Other	Public	Strip Center	Taxes
+ Basement	Visitor	None	Transportation	Unknown	Tax Increase
+ Mezzanine	Other		Restaurants	Warehouse	Water
Tri Level	None			Waterfront	Other
Other				Other	None
None					

Property Address: _____

Commercial

* Indicates Required Item

***Lessor Pays**

Common Area
Maint.
Electricity
Elevator
Exterior Maint.
Fire Insurance
Garbage
Gas
Glass Insurance
HVAC Maint.
Interior Maint.
Janitorial
Liability Insurance
Roof Maint.
Sewer
Site Maint.
Taxes
Tax Increase
Water
Other
None

Finance Terms

1031 Exchange
Cal Vet
Cash
CHFA
CTEL
CTNL
FHA
Lease Option
Loans Assumable
May Pay CC
OMC
Submit
VA
Other
None

***Possession**

Close Escrow
Negotiable
Subj. to Tenants
Rights
Other

Special Zones

Agricultural
Airport Disc
CDF Regs.
Coastal Zone
Fire Zone
Flood Insurance
Req.
Flood Zone
Geo
Hazardous Waste
Area
Hillside
Historical
Not Mapped
Open Space
Corridor
Redevelopment
Area
Scenic Corridor
See Natural
Hazard Disclosure
Seismic Hazard
Zone
Seismic Zone 4
Special Study
Zone
Unknown
Unreinforced
Masonry

Sale Conditions

HAP
In Foreclosure
Lender Short
Notice of Default
Offer As Is
REO
Short Sale App
VA Repo
Other
None

***Showing**

24 Hour Notice
Appt. Only
Call 1st
Call Listing Agent
Call Listing Office
Call Manager
Call Owner
Call Tenant
Do Not Disturb
Do Not Show
Go Directly
Key @ Listing
Office
Leave Card
Lockbox
Lockbox Code
Other Lockbox
Pets-See Confid
Restricted Hours
See Confidential
Remarks
Other
None

Exchange For

Commerical
Exchange
Industrial
Land
Office
Residential
Retail
Trade Down
Trade Up
Other
None

***LB Location**

LB Front Door
LB See Conf
Remarks
None

The information relative to this property is supplied for publication by the owner(s) according to owner's best information and belief and I/we agree the above information is true and correct to the best of y/our knowledge and belief and authorize agent to submit the above information for publication in the MLS.

Owner's Signature: _____

Date: _____

Owner's Signature: _____

Date: _____